

WASHINGTON COUNTY STAFFING PATTERN

4/18/2014

				2014			NOTES
DEPARTMENT / ACCOUNT	CIVIL SERVICE TITLE	HOURS		FT	PT	TOTAL	
GENERAL FUND							
LEGISLATIVE BOARD	A1010	Supervisors	elected	0	17	17	
				0	17	17	
CLERK OF THE BOARD	A1040	Clerk of the Board	35	1	0	1	
		Senior Audit Clerk	35	1	0	1	
		Senior Account Clerks	35	1	1	2	
		Deputy	stipend				
				3	1	4	
DISTRICT ATTORNEY	A1165	District Attorney	elected	1	0	1	
		First Assistant District Attorney	40	1	0	1	
		Assistant District Attorney (FT 40 hrs)	40	2	0	2	
		Assistant District Attorney (FT 35 hrs)	35	1	0	1	
		Legal Assistant	40	1	0	1	
		Secretary to District Attorney	40	1	0	1	
		Senior Investigators (PT)	20	0	1	1	
		Typist	35	1	0	1	
		Crime Victim Advocate	0	0	1	1	
				8	2	10	
PUBLIC DEFENDER	A1170	Public Defender	35	1	0	1	
		Assistant Public Defender	30	0	7	7	
		Adm Legal Defense of Indigents	35	1	0	1	
		Secretary to the Public Defender	35	1	0	1	
				3	7	10	
MEDICAL EXAMINERS	A1185	Medical Examiners	elected	0	4	4	
				0	4	4	
COUNTY ADMINISTRATION	A1230	County Administrator	35	1	0	1	
		Purchasing Coordinator	35	1	0	1	
		Secretary to the Administrator	35	1	0	1	
				3	0	3	
TREASURER	A1325	Treasurer	elected	1	0	1	
		1st Deputy to Treasurer	35	1	0	1	
		Principal Account Clerk	40	3	0	3	
		Bookkeeper 35 hrs	35	4	0	4	
		Bookkeeper 40 hrs	40	1	0	1	
				10	0	10	

			2014			NOTES	
DEPARTMENT / ACCOUNT	CIVIL SERVICE TITLE	HOURS	FT	PT	TOTAL		
REAL PROPERTY TAX SERVICES	A1355	Director of RPTS	35	1	0	1	
		RPTS Assistant	35	0	0	0	
		Senior Account Clerk	35	1	0	1	
		Account Clerk	35	1	0	1	
		Tax Map Technician	35	1	0	1	
		GIS Specialist	35	1	0	1	
					5	0	5
COUNTY CLERK	A1410	County Clerk	elected	1	0	1	
		Deputy County Clerk	35	1	0	1	
		Motor Vehicle Supervisor	35	1	0	1	
		Senior Motor Vehicle License Clerk	35	2	0	2	
		Motor Vehicle License Clerk	35	5	0	5	
		Senior Recording Clerk	35	1	0	1	
		Index Clerk	35	1	0	1	
		Archivist	35	1	0	1	
		Historian Clerk PT	varies	0	1	1	
		Recording Clerk PT	varies	0	1	1	
		Account Clerk	35	1	0	1	
					14	2	16
		COUNTY ATTORNEY	A1420	County Attorney	35	1	0
Deputy County Attorney	40			1	0	1	
Assistant County Attorney	35			1	0	1	
Legal Assistant	35			1	0	1	
Secretary to the County Attorney	35			1	0	1	
Safety Officer	40			1	0	1	
					6	0	6
PERSONNEL / CIVIL SERVICE	A1430	Director of Personnel	35	1	0	1	
		Deputy Personnel Officer	20	0	1	1	
		Civil Service Technician	35	1	0	1	
		Exam Proctor	varies	0	6	6	
					2	7	9
BOARD OF ELECTIONS	A1450	Commissioner of Elections - Democratic	35	1	0	1	
		Commissioner of Elections - Republican	35	1	0	1	
		Deputy Commissioner of Elections - Democratic	35	1	0	1	
		Deputy Commissioner of Elections - Republican	35	1	0	1	
					4	0	4

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			2014			NOTES	
DEPARTMENT / ACCOUNT	CIVIL SERVICE TITLE	HOURS	FT	PT	TOTAL		
DPW: ADMINISTRATION	A1490	Superintendent of Public Works	35	1	0	1	
		Deputy Superintendent of Public Works	40	1	0	1	
		Secretary to Superintendent of Public Works	35	1	0	1	
			3	0	3		
BUILDINGS & GROUNDS	A1620	Superintendent	35	1	0	1	
		Senior Account Clerk	35	1	0	1	
		Building Maintenance Supervisor	37.5	2	0	2	
		Building Maintenance Mechanic	37.5	1	0	1	
		Electronic Technician	37.5	1	0	1	
		Supervising Cleaner	37.5	1	0	1	
		Building Maintenance Worker	37.5	4	0	4	
		Building Maintenance Helper	37.5	8	0	8	
		Laborer	37.5	1	0	1	
		Laborer temp/seasonal	40	0	2	2	
					20	2	22
INFORMATION TECHNOLOGY	A1680	Director of Information Technology	35	1	0	1	
		Assistant Director	35	1	0	1	
		Computer Programmer	40	4	0	4	
		Network Analyst	40	1	0	1	
		Micro Computer Specialist	40	1	0	1	
		Computer Operator	40	1	0	1	
			9	0	9		
SHERIFF'S DEPARTMENT	A3110	Sheriff	elected	1	0	1	
		Undersheriff	40	1	0	1	
		Captain	40	1	0	1	
		Lieutenant	40	1	0	1	
		Sr Investigator	40	1	0	1	
		Investigator	40	3	0	3	
		Sergeant	40	5	0	5	
		Senior Civil Officer	40	1	0	1	
		Deputy Sheriff	40	24	0	24	
		Secretary to Sheriff	40	1	0	1	
		Senior Account Clerk	35	2	0	2	Currently 1
		Account Clerk	35	0	0	0	
		Deputy PT	varies	0	19	19	Currently 11
		Typist	35	1	1	2	
		Court Attendant	varies	0	3	3	Currently 0
			42	23	65		
PROBATION	A3140	Probation Director	35	1	0	1	

STAFFING PATTERN

DEPARTMENT / ACCOUNT	CIVIL SERVICE TITLE	HOURS	2014			NOTES	
			FT	PT	TOTAL		
	Probation Supervisor	35	1	0	1		
	Senior Probation Officer	35	1	0	1		
	Probation Officer	35	8	0	8		
	Probation Officer Trainee	35	2	0	2		
	Probation Assistant	35	1	0	1		
	Account Clerk	35	1	0	1		
	Typist	35	1	0	1		
			16	0	16		
YOUTH BUREAU/ ALTERNATIVE SENTENCING	A3142	Director	35	1	0	1	
		Assistant Director	35	1	0	1	
		Alcohol/Substance Abuse Prg Coord.	35	1	0	1	
		Court Referral Specialist	35	0	0	0	
		Program Specialist	35	5	0	5	
		Senior Account Clerk	35	1	0	1	
		Senior Typist	35	1	0	1	
		Alternative Sentencing Program Aide	35	1	0	1	
			11	0	11		
JAIL	A3150	Corrections Administrator	40	1	0	1	
		Assistant Corrections Admin.	40	2	0	2	
		Assistant Cook	35	1	0	1	
		Cook	35	4	0	4	
		Corrections Officer	40	44	0	44	
		Corrections Officer PT	varies	0	20	20	
		Dietetic Services Supervisor	35	1	0	1	
		LPN, PT	varies	0	10	10	
		RN	35	1	0	1	
		Senior Account Clerk	35	1	0	1	
		Senior Corrections Officer	40	7	0	7	
		Supervising Nurse	40	1	0	1	Currently vacant
			63	30	93		
FIRE BUREAU	A3410	Fire Coordinator	14	0	1	1	
		Deputy Fire Coordinator	stipend	0	2	2	
		Arson Investigator	stipend	0	6	6	
			0	9	9		
CODE ENFORCEMENT	A3620	Code Enforcement Administrator	stipend				
		Code Enforcement Officer	35	4	0	4	
			4	0	4		
PUBLIC SAFETY	A3640	Director of Emergency Services	35	1	0	1	

			2014			NOTES
DEPARTMENT / ACCOUNT	CIVIL SERVICE TITLE	HOURS	FT	PT	TOTAL	
	Deputy Director of Emergency Services	35	1	0	1	
	Supervising Communications Officer	40	4	0	4	
	Communications Officer FT	40	10	0	10	
	Communications Officer Per Diem	varies	0	6	6	
	Senior Typist	35	1	0	1	
			17	6	23	
EMS	A3625	EMS Coordinator	stipend	0	1	1
		Deputy EMS Coordinator	stipend	0	1	1
			0	2	2	
PUBLIC HEALTH		Director of Public Health	35	1	0	1
		Assistant Director of Patient Svcs	40	1	0	1
		Bookkeeper	35	1	0	1
		Typist	35	1	0	1
		Clerk	35	1	0	1
		Fiscal Officer	35	1	0	1
		Handicapped Children's' Coordinator	35	1	0	1
		Handicapped Children's' Services Specialist	35	3	0	3
		Office Manager	35	1	0	1
		Public Health Educator	35	2	0	2
		RN Infection Control Coordinator	37.5	2	0	2
		RN, PHN / on call	37.5	3	0	3
		Senior Account Clerk	35	3	0	3
		Senior Typist	35	2	0	2
		Senior WIC Nutrition Aide	35	1	0	1
		Senior WIC Program Nutritionist FT	35	1	0	1
		Supervisor, PHN	37.5	1	0	1
		WIC Nutritionist FT	35	1	0	1
		WIC Nutritionist PT	varies	0	1	1
		WIC Nutrition Aide PT	varies	0	1	1
		WIC Outreach Worker p/d	varies	0	1	1
		WIC Outreach Worker	35	1	0	1
		WIC Program Coordinator	35	1	0	1
Public Health TOTAL			29	3	32	
SOCIAL SERVICES	A6010	Commissioner of Social Services	35	1	0	1
		Social Services Division Director	E	1	0	1
		Social Services Division Director	E	1	0	1

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DEPARTMENT / ACCOUNT	CIVIL SERVICE TITLE	HOURS	2014			NOTES	
			FT	PT	TOTAL		
titles in DSS departmental order	Account Clerk	35	3	0	3	1 vacant	
	Accounting Supervisor, Grade B	35	1	0	1		
	Administrative Secretary	35	1	0	1		
	BICS Operator	35	1	0	1		
	Bookkeeper	35	1	0	1	1 vacant	
	Case Supervisor, Grade B 35 hours	35	0	0	0		
	Case Supervisor, Grade B 40 hours	40	4	0	4		
	Caseworker 35 hours	35	7	0	7		
	Caseworker 40 hours	40	25	0	25		
	Community Services Workers	35	1	0	1		
	Computer Systems Coordinator	35	1	0	1		
	Coordinator Child Support	35	1	0	1		
	Principal Social Welfare Examiner	35	3	0	3		
	Senior Account Clerk	35	3	0	3		
	Senior Caseworker 35 hours	35	0	0	0	3 vacant	
	Senior Caseworker 40 hours	40	4	0	4		
	Senior Clerk	35	2	0	2		
	Senior Social Welfare Examiner	35	8	0	8		
	Senior Support Investigator	35	1	0	1		
	Senior Typist 35 hours	35	3	0	3		
	Senior Typist 40 hours	40	1	0	1		
	Social Welfare Examiner	35	30	0	30		
	Social Welfare Examiner, FT Temp Seasonal	35	2	0	2		
	Staff Development Coordinator	35	1	0	1		
	Support Investigator	35	5	0	5		
	Training & Resource Dev.Coord.	35	1	0	1	132	
	Typist 35 hours	35	11	0	11		
	Typist 40 hours	40	4	0	4		
	Welfare Employment Representative	35	3	0	3		
	Sr Social Services Investigator	35	1	0	1		
Welfare Investigator	35	0	0	0			
			132	0	132		
VETERANS	A6510	Director of Veterans Affairs	35	1	0	1	2 F/T for 12/5/13-3/3/14; 1 F/T after 3/3/14 3/3/14-12/13/14
		Deputy Director	35	1	0	1	
		Deputy Director, p/t	varies	0	1	1	
		Clerk, PT	varies	0	1	1	
		Motor Vehicle Operator, PT	up to 34 hrs	0	2	2	
		Motor Vehicle Operator, Sub		0	0	0	

				2014			NOTES
DEPARTMENT / ACCOUNT	CIVIL SERVICE TITLE	HOURS	FT	PT	TOTAL		
			2	4	6		
SEALER OF WEIGHTS & MEASURES	A6610	Director of Weights & Measures	35	1	0	1	
			1	0	1		
AGING & DISABILITIES RESOURCE CENTER /OFFICE FOR THE AGING	A6772	Director of Aging	35	1	0	1	
		Aging Services Aide, FT	35	2	0	2	
		Aging Services Aide, pt	20	0	5	5	
		Aging Services Aide, per diem	per diem	0	4	4	
		Aging Services Assistant	35	2	0	2	
		Meal Site Manager, PT	20	0	2	2	
		Senior Typist	35	1	0	1	
			6	11	17		
HUELLETS PARK	A7110	Park Manager	40 seasonal	0	1	1	
		Sr, Lifeguard (as needed)	40 seasonal	0	0	0	
		Lifeguard / Laborer	40 seasonal	0	6	6	
			0	7	7		
LAUDERDALE PARK	A7111	Park Manager	40 seasonal	0	1	1	
		Sr, Lifeguard (as needed)	40 seasonal	0	0	0	
		Lifeguard / Laborer	40 seasonal	0	6	6	
			0	7	7		
ECONOMIC DEVELOPMENT	A8020	Economic Development Coordinator	35	1	0	1	
		Planner	21	0	1	1	
			1	1	2		
*Note: Board of Elections as needed: 15 Techs/Custodians; 200 Inspections							
GRAND TOTAL GENERAL FUND			414	145	559		
DPW: CAR POOL CM5135		Auto Mechanic, FT	40	2	0	2	
			2	0	2		
DPW: ROAD FUND D5020, D5110,D3310		Senior Engineer	40	1	0	1	
		Principal Engineering Technician	40	1	0	1	
		Senior Engineering Technician	40	1	0	1	
		Engineering Technician	40	1	0	1	
		Pavement Management Summer Intern	40	1	0	1	

DEPARTMENT / ACCOUNT	CIVIL SERVICE TITLE	HOURS	2014			NOTES
			FT	PT	TOTAL	
	Highway General Supervisor III	40	1	0	1	
	Sign Maintenance Supervisor	40	1	0	1	
	Principal Account Clerk	35	1	0	1	
	Carpenter II	40	0	0	0	
	Highway Supervisor II	40	4	0	4	
	Highway Supervisor I	40	4	0	4	
	Highway Worker III	40	6	0	6	
	Senior Account Clerk	35	2	0	2	
	Bridge Repair Person	40	1	0	1	
	Highway Worker II	40	39	0	39	
	Highway Worker I	40	3	0	3	
	Maintenance p/t help	40	0	4	4	as needed
			67	4	71	
DPW: ROAD MACHINERY DM5130	Auto Mechanic Supervisor	40	1	0	1	
	Storekeeper	40	1	1	2	
	Senior Account Clerk	35	1	0	1	
	Auto Mechanic	40	5	0	5	
	Auto Welder	40	1	0	1	
			9	1	10	
TOTAL ALL DPW / SW FUNDS			78	5	83	
* NOTE: three titles under General Fund for DPW Administration (A1490) *						
SEWER DISTRICT NO. 2 GB***	Executive Director of Sewer District No. 2	35	1	0	1	
	Chief Waste Water Treatment Plant Operator	40	1	0	1	
	Supervisor, Pump Station	40	1	0	1	
	Waste Water Treatment Plant Senior Operator	40	1	0	1	
	Waste Water Treatment Plant Operator	40	3	0	3	
	Waste Water Treatment Plant Operator Trainee	40	0	0	0	
	Pump Station / Sewer Maintenance Worker	40	3	0	3	
	Heavy Equipment Operator	40	1	0	1	
	Senior Account Clerk	35	1	0	1	
	Sewer Maintenance Workers	40	0	0	0	
	Laborer, Summer Temp	40 seasonal	0	1	1	
			12	1	13	
WORKERS' COMPENSATION S1710	Account Clerk / Senior Account Clerk	35	1	0	1	
			1	0	1	

			2014			NOTES
DEPARTMENT / ACCOUNT	CIVIL SERVICE TITLE	HOURS	FT	PT	TOTAL	
		TOTAL OTHER FUNDS	91	6	97	
		TOTAL GENERAL FUND	414	145	559	
PLEASANT VALLEY	EH**	Health Facility Comptroller	35	1	0	1
		Micro Computer Specialist	35	1	0	1
		Bookkeeper	35	0	1	1
		Senior Account Clerk	35	1	0	1
		Account Clerk	35	1	0	1
		GRAND TOTAL	509	152	661	